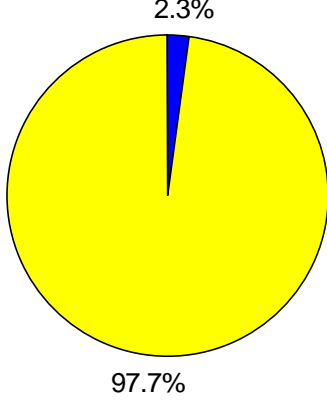


04-11-Archives and Records Management

Fund/Agency: 001/04	Department of Cable Communications and Consumer Protection	
Personnel Services	\$253,347	CAPS Percentage of Agency Total  2.3% 97.7% <div><div>Archives and Records Management</div><div>All Other Agency CAPS</div></div>
Operating Expenses	\$88,826	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$342,173	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$1,765	
Other Revenue	\$0	
Total Revenue:	\$1,765	
Net CAPS Cost:	\$340,408	
Positions/SYE involved in the delivery of this CAPS	5/5	

► CAPS Summary

Archives and Records Management is responsible for the development and implementation of Records retention schedules as legally mandated by the Code of Virginia. Under this mandate, the Archives and Records Center is responsible for retention of historical or permanent records and for the provision of direct access to these records by the general public and by County agencies. Archives is also responsible for ensuring the maintenance of inactive County records of a non-permanent nature until the expiration of their retention schedule and for the proper destruction of these records at the appropriate time. In addition, Archives is responsible for providing professional assistance to County agencies in records and forms management and for maintaining County records through the most efficient and effective storage methods available.

Department of Cable Communications and Consumer Protection

► Method of Service Provision

Service is provided by County staff. Staff conducts training seminars regarding records storage; inventories and surveys agencies' documents in order to determine what types of documents are currently being stored by the agency on site; provides a record retention and disposition schedule to the agency; and performs record disposal activities based on agencies' retention and disposal schedules.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate
Requests for document retrievals received and refiled	9,530	10,000	9,593	7,608	7,600
Document requests shipped within 24 hours	7,624	8,500	9,000	6,847	6,840
Cost per retrieval/refile action	\$3.00	\$3.00	\$3.56	\$3.14	\$2.69
Percent of clients rating timeliness and dependability of services as satisfactory	95.0%	95.0%	90.0%	95.0%	95.0%
Percent of documents retrieved and shipped within 24 hours	80.0%	85.0%	93.8%	90.0%	90.0%

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia 42.1-82 - Each public official having in his custody official records shall assist the Library Board in the preparation of an inventory of all public records in his custody and in preparing a suggested schedule for retention and disposition of such records
- Code of Virginia 42.1-85 - It shall be the duty of any agency with public records to cooperate with the State Librarian in conducting surveys and to establish and maintain an active, continuing program for the economical and efficient management of records of such agency.
- Code of Virginia 42.1-87 - Custodians of public records shall keep them in fireproof safes, vaults or in rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Each agency shall establish and maintain an active continuing program for the economic and efficient management of records.

Department of Cable Communications and Consumer Protection

► User Fee Information

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0604	Archives Copier Revenue	\$1,765
Current Fee		Maximum Allowable Fee Amount
\$0.10 per copy plus state tax for agencies records, \$0.25 per copy plus state tax for General District records		\$0.50 per copy
Purpose of Fee: To meet copier and paper supply costs.		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
<u>Code of Virginia</u> 17.1-275	Requirements to change the fee are governed by the Virginia General Assembly. Reference <u>Code of Virginia</u> 17.1-275. Items 8 and 9, Circuit Courts are empowered to charge \$0.50/page.	1983
Other Remarks: The Archives and Records Center is currently not storing or maintaining any Circuit Court records.		